# Minutes

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| Department Meeting | March 20, 20231:00pm – 2:00pm |

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| Attendees: | Cassie Billian, Megan Davis, Tracy House, Lynn DiSomma-Sentner, Michael Knoop |

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| Topics:* Check-In – How are you feeling coming into this meeting? (relaxed, stressed, refreshed) – the group reflected on Spring Break and that there are 10 classes left in the Spring semester.
* Top priorities (this week and month) – Cassie and Megan are going to prioritize understanding what to expect with the upcoming site visit, Megan to submit satellite request, and working to secure 2 Program Coordinators. Cassie is going to work with Andrew on inventory for the Lee Campus and order supplied for the next semester.
* Welcome Andrew Garcia – Work Study Student – Andrew will report directly to Cassie. We discussed a few items that he may be able to assist with to include Filing, shredding, laundry, restocking, organizing, sharps, ect. Any items that the team needs assistance with please email to Cassie. We want to ensure that Andrew is able to prioritize the tasks with one point of contact. Andrew will be available on T/TH from noon to 5-6pm.
* CoAEMSP Site Visit August 10th and 11th  Megan and Cassie will keep everyone abreast of this process and there will be several future meetings to come on what to expect. Everyone in the program is to clear their calendars and be available all day 8/10 and 8/11.
* Program Coordinator Updates – There are currently 2 resumes on file for the position(s). 1 individual is not qualified and the other is. Cassie has requested to secure funding for paid advertising through NREMT and other applicable job boards. Our goal is to hire the most qualified candidate with a strong paramedic background.
* Med Tech Feedback – Med Tech is the company that supplies our students with their medical bag (stethoscope, penlights, ect). There were a few concerns in the past with defective penlights and BP cuffs however, these issues have not come up in a while according to the team.
* Other Questions, Concerns, Feedback – Future meeting to occur with Program Manager and Program Coordinators to discuss drug book and Paramedic text for Fall 2023. We are moving forward with the Nancy Caroline book.
* Megan mentioned to Lynn that Program coordinators will need to decide on which EMT skills will be required to be graded on for future semesters.
* Tracy reviewed the dates for computer lab requests. Requests can begin after May 9th. Megan requested that summer dates be given to her the week of 4/13.
* Commencement was discussed. EMT students can attend commencement however, they must sign up in their Portal before 4/10. Megan will create an announcement in Canvas for the students and share to be added to Chris and Lynn’s EMT course.
* NCFR Training will be picking up the older golf cart for use at the fire academy.
* Megan has new Covid and Flu exemption forms that she will send to Cassie and Michael for the students.
* Paramedic applicant interviews are scheduled on 5/17, 5/24, and 5/31. Cassie, Megan, Chris, and NCFR representative will be attending.
* Tracy to inquire about reserving a room for the site visit team.
* Cassie is working with Platinum to schedule a demo day for the team to further explore their platform. We are interested to see if skills and finals could be recorded/graded in this platform to cutdown on printing.
* Printing expenditures have exceeded the budgeted amount. Team to please be mindful of what is being printed until July 1.
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## Reminders:

## All Instructional staff must attend Commencement May 5th at 10am or 2 pm